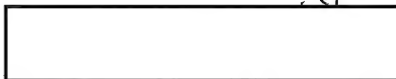


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NOTE ACTION TODAY  
BY DD/S OFFICE HEADS



MR. BANNERMAN



STAT

STAT

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DD/S 65-3058

DD / S REGISTRY

FILE OM

JUL 1965

**MEMORANDUM FOR:** Executive Assistant to the Director

**SUBJECT** : Briefings for the Director

**REFERENCE** : Memo dtd 30 June 65 to DD/P, DD/L, DD/S&T,  
and DD/S fr EA/DCI, same subject

1. On the morning of 24 April 1965, Colonel White and I briefed the Director on the organization of the Support Directorate, the functions of each of the Offices in the Directorate, and the relationship of the Support Directorate activities in furnishing support to all Agency components.

2. I believe it would be both informative and helpful to the Director if he were briefed by each of the Support Office Heads on their activities, office objectives, and problems. I would suggest an hour for each Office briefing and that the most appropriate order would be as follows: Personnel, Security, Medical Services, Communications, Training, Logistics, and Finance.

151  
R. L. Hannerman  
Deputy Director  
for Support

A-SPA-DD/S:FHM:fmf (1 July 65)

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TRANSMIT 2002/03/15		DATE
FOR Release 2002/03/15		CIA-RDP84-00760R0003
TO: Mr. Bannerman via <input type="text"/>		
ROOM NO.	BUILDING	
REMARKS:		
Recommend your signature.		
/s/fmf FHM		
FROM:		
ROOM NO.	BUILDING	EXTENSION

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30 June 1965

**MEMORANDUM FOR:** Deputy Director (Plans)  
Deputy Director (Intelligence)  
Deputy Director (Science & Technology)  
Deputy Director (Support)

1. In arranging further Agency briefings for the Director, it would be most helpful to know:
  - a. What you have already covered in formal or informal sessions with the Director;
  - b. What briefings he should have next and in what order.
2. I shall take on the scheduling.

/s/

[Redacted Signature]

EA/DCI

STAT

cc: DDCI  
Executive Director

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DD/S REGISTER  
FILE O + M

19 April 1965

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

SUBJECT : Briefings for the New Director

1. At the Executive Committee Meeting this morning Mr. McCone directed that the detailed briefing schedule published last Friday, the DD/S portion of which was transmitted to you at our Staff Meeting, be scratched. In lieu thereof he desires that a more generalized and broad-brush briefing be given by each Deputy Director, with possibly the Assistant Deputy Director present. This can then be followed by more detailed briefings by the Office Heads but on a deferred schedule which might last a month or two instead of the compressed schedule which would have lasted a week or two. So, I will probably get about two hours sometime within the next several days to explain the entire Support function to Admiral Raborn. Hopefully, each Office Head will have an opportunity for a more detailed briefing later.

2. In order to assist me in making my presentation as comprehensive as possible, I should like from each DD/S Office Head by close of business today a topical outline of the points I should cover about his particular office. Supporting statistics and supplementary information are welcome. Please bear in mind that I will not be able to spend more than ten or fifteen minutes on your particular office.

\*

L. K. White  
Deputy Director  
for Support

\* Not signed--dictated to the secretary of  
each DD/S Office Head.

DD/S:LKW:sbo

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